

MU Healthcare Pavilion Rules and Regulations

IMPORTANT NOTE:

Keys will be required to access building restrooms, water and electric panel. There is a \$50 damage/key deposit (cash, check, Visa, MasterCard, Discover) required when you pick up the keys for the facility. The deposit will be refunded two to three weeks after the event. If you fail to lock the restroom doors, a \$25 fee will be retained from your deposit. You must pick up the keys at the ARC Administrative office.

- For **weekday reservations**, you must pick up the key during normal business hours Monday-Friday, 8 am-5 pm, the day before or of your reservation.
- For **weekend/holiday reservations**, you must pick up the key the last business day before your rental between 8 am-5 pm.

All individuals, groups, and parties are not allowed to enter the rented facility before their scheduled time and must be out of the facility no later than their paid ending time.

Failure to leave the facility at this time will result in the forfeiture of your deposit as well as the loss of future facility rental privileges of Columbia Parks & Recreation facilities.

The keys must be returned the end of the next business day following the event to ensure refund of your deposit. There will be a \$50 fee (deducted from your deposit) fee if the key is NOT returned the next business day. There will be a fee of \$100 for lost keys.

- A. Refund Policy: Reservations are non-refundable. They may be transferred to another date if requested a minimum of 14 days prior to the original reservation.
- B. Reservation Time Frame: There may be reservations scheduled before or after your reservation. Entering the facility is authorized ONLY during the hours that you have reserved and paid for. Items are not allowed to be brought into the facility prior to or after your paid reservation time frame, which includes any setup and cleanup. (Please refer to the reservation hours on your receipt.)
- C. The user shall clean and restore the facility to the conditions existing prior to use. Please refer to the Check In/Check Out guidelines given to you at the time the keys are picked up. The Lessor will not be allowed access to the facility prior to the day of the rental. All food, decorations, supplies, etc. that the Lessor brings to the facility must be taken out the same day as the rental. The Columbia Parks and Recreation Department is not responsible for anything left in the building at any time before, during, or after the activity.

The facility must be left broom clean.

Note: This facility does not have table and chairs. Lessor must bring in their own or rent from a local rental agency. Tables, chairs and other equipment may not be stored at the facility.

Decorations are allowed, however tape, staples, or similar attachments are not allowed on the ceilings, walls, doors, or floors. All decorations and signs erected

by rental patrons must be removed before leaving. Trash and recycling receptacles are provided and should be used. Littering is prohibited.

Battery operated candles and canned cooking fuel (Sternos) for chafing dishes are allowed. No rice, confetti, glitter, or candles can be used on the premises. Food and beverages are permitted throughout the facility. Lessor is responsible for ALL cleanup.

Following rental, should the condition of the building fail to be cleaned, a minimum of \$50 for cleaning will be assessed. Higher fees may be assessed for significant failure to meet the guidelines and/or damage done to the property, building, or contents of the building. If your group damages the facility, please inform the ARC Administrative Office as soon as possible so repairs can be made as quickly as possible. Lessor is responsible for all damages.

- D. Grills: All portable grills are restricted to paved/hard surfaced areas. Large wheeled, pull behind grills are restricted to existing roads and parking lots. Please do not drive any vehicles and/or grills on grass. Any ashes resulting from use of a portable charcoal grill are to be removed from the park. Absolutely NO dumping of ashes on the grass or grounds of the park.
- E. Fryers: All portable fryers are to be placed on paved/hard surfaced areas for use. No placement of fryers on grass. Please do not drive or park any vehicles on grass. All grease, frying oil, and other waste products resulting from use of the fryers must be removed from the park. Absolutely NO dumping of oil, grease, or other waste products from the fryers on the grass, grounds or in the trash cans of the park.
- F. Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Amplified sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.

Any entertainment or unusual request from the lessor may need to be approved by the Director of Parks and Recreation, and must be submitted in writing no less than 30 days prior to the scheduled event on a Parks Special Use permit available online at www.Como.gov Goword: GoParkPermit

- G. Supervision: For youth events, chaperones are required and shall maintain order at the event. Minimum chaperone requirements are as follows: 1 adult over the age of 21 per 10 youth, 1 adult over the age of 25 per 15 teens.
- H. To reserve facility, the Lessor must be at least twenty-one (21) years old at time of rental. Persons renting the facility are responsible for complying with all city, county, state, park and facility regulations, including state liquor laws.

- I. Alcohol: Park patrons must be at least twenty-one (21) years old to consume or bring alcoholic beverages in the park. All state liquor laws must be abided by. The sale of alcohol is NOT permitted.
- J. All vehicles, including trailers, are restricted to paved roadways and parking lots. Driving on sidewalks whether to load or unload is strictly prohibited.
- K. A Park Special Use Permit is required for your event if there will be temporary structures, more than 200 people, charitable or fund-raising activities or if the general public is invited or notified by the media. Permit must be submitted for approval no later than 4 weeks prior to your event.
- L. Any sales in parks require approval. A Park Special Use Permit will need to be completed for approval from the Director of Parks and Recreation.

Note: Columbia Code of Ordinance, Chapter 17, Division 7, Sec 17-122 prohibits sales in City parks except by any regular licensed concessionaire acting by and under the authority of the Parks and Recreation Director. Permission may be granted ONLY to non-profit agencies, with a Concession Permit Fee charged. Collection of monies is restricted to approved event area ONLY. Absolutely no solicitation of funds from general park users allowed. Collection of funds by for-profit agencies is not permitted.

Non-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation, or audited financial statement).

- M. Discharging of firearms and weapons is prohibited in all City Parks. No weapons, even those held by concealed weapons permit, are allowed in the facility.
- N. Fireworks are prohibited in all City Parks.
- O. Pets in the park must be on a leash. Pet leashes must be no longer than four (4) feet from the responsible person whenever approaching or being approached by another patron.
- P. No smoking is allowed in any City of Columbia facility.
- Q. A Certificate of Public Liability Insurance is required in the amount of \$3 million with the City of Columbia as co-insured when amusement devices (i.e., bounce house, rides, etc.) are part of an event (or other event types as deemed by the Parks and Recreation Director). Shade structures (i.e., tents) larger than 100 sq. ft. (10' x 10') and/or staging structures require a building permit from Public Works Dept., 573-874-7474.

If it is deemed necessary, the Parks and Recreation Department will call upon the Park Ranger/Police for any situation which appears to be unruly. The Parks and

Recreation Department reserves the right to cancel the event, and the parties will not receive a refund in the event the function is cancelled for this reason.

Contact Information for Facility Questions or Problems:

- 573-874-7700: Activity & Recreation Center (ARC)
- 573-442-6131: Police Non-Emergency Phone Number
- 911: Emergency Number